

**RECORD OF PROCEEDINGS**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**  
  
**OF THE**  
  
**BOULDER PUBLIC LIBRARY DISTRICT**

**Held:** Tuesday, September 17, 2024, at 6:00 p.m. at the Boulder Public Library, 1001 Arapahoe Avenue, Boulder, Colorado

**Person preparing summary:** Celia Seaton

The meeting of the Board of Trustees of the Boulder Public Library District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Trustees, having confirmed their qualifications to serve on the Board, were in attendance:

Andy Saylor  
Benita Duran  
Tom Cosgrove  
Sylvia Wirba  
Doug Hamilton  
Cara O'Brien  
Sam Fuqua

Also present were Kim J. Seter, Esq. from Seter & Vander Wall, P.C.; David Farnan, Director of the Boulder Public Library; Jennifer Phares, Deputy Director of the Boulder Public Library; Celia Seaton, Executive Assistant of the Boulder Public Library; and Shannon Kincaid, George Reynolds Branch Manager.

**Members of the public present:** Nathan Richmond

**Type of Meeting:** Regular

**Agenda Item 1: Call to order**

Trustee Hamilton called the meeting to order at 6:00 p.m. noting that a sufficient number of appointed trustees were present to create a quorum authorized to act on behalf of the District.

**Agenda Item 2: Public comment**

Mr. Richmond was invited to speak. He explained that he primarily joined the meeting to discuss his recent experience visiting the library and being denied access to a website. He explained that the platform he tried to access is a "decentralized application," which may have been blocked due to its association with gambling activity. His reason for accessing the site was to review the live interest rates, not to interact with the site.

The group clarified that library policy directs the patron to submit a request to staff for access to a blocked site. Farnan noted that the blocking software used by the library is run by a third party. He invited Mr. Richmond to reach out to him with a list of the websites that he is unable to access at the library so that staff may investigate the issue further.

The board thanked Mr. Richmond for his participation, and he accepted the board's invitation to attend the entirety of the meeting.

**Agenda Item 3: Consider Approval of Minutes of August 6 and 11, 2024**

- a. August 6, 2024 - Following motion from Trustee Hamilton and second from Trustee Cosgrove, these minutes were approved unanimously.
- b. August 11, 2024 - Duran requested contextual information be added to the notes on page three. The group discussed recommended changes.

Following motion from Trustee Hamilton and second from Trustee Cosgrove, these minutes were approved unanimously as modified.

#### **Agenda Item 4: Boulder Library Foundation Update**

Sayler provided an update on the recent BLF retreat. The Foundation's primary discussion involved the future of fundraising operations and strategies to significantly increase these efforts in coming years. The first set of requests from the library for funding assistance as a district has been received by the board and is currently under consideration. New possibilities may be explored now that BLF does not support the library as a department governed by the city. Spurred by Hamilton, the group agreed to consider ways of "paint[ing] the picture" for future BLF support for the library.

#### **Agenda Item 5: Presentation – Summer of Discover 2024**

Farnan introduced George Reynolds Branch Manager Shannon Kincaid to the group. He highlighted her excellent stewardship of this year's [summer reading program](#), temporarily filling in as youth services manager while that position is being filled.

Kincaid began her [overview](#) with a brief look back at the history of the program. 2024 programming continued the theme from recent years: "Our Connected World." The Boulder Library Foundation and the City of Boulder continued to serve as strong partners. Gateway Park Fun Center and Cold Stone Ice Cream supported the program with prize passes and coupons for free ice cream. Kincaid noted a new sponsor this year in Dickey's Barbecue Pit.

Outreach activities at Boulder Valley School District locations reached 2,329 students at the end of the school year and 570 during summer school. Twenty elementary, middle, and high schools were visited. Kincaid discussed participation statistics which indicated increased registrations of 2.68% over 2023, and a completion rate of 49% which is on par with the results from peer programs nationwide. With 60 programs (five of which were bilingual) and a total attendance of 4,843, participants read for 2,527,046 minutes.

Kincaid emphasized how "Summer of Discovery could never run without the support of our volunteers." A total of 93 active volunteers filled 595 shifts and contributed 1,437 hours of work. She expressed appreciation for the stewardship of Volunteer Services Manager Sophia Surage, Volunteer Program Coordinator Christine Burke, and Literacy & Outreach Assistant Emily Reynolds. Kincaid highlighted the 100% satisfaction rate from the surveyed volunteer participants.

Kincaid: "Staff deserve a lot of kudos." She emphasized the successful community engagement throughout a busy year of district transition and continual hiring, training, and onboarding.

Staff plan to streamline the program in 2025, with a simplified tracking process and an extended redemption time to permit late pick-ups (prizes will be vouchers and coupons as opposed to physical materials that proved challenging to store in the past.) Kincaid reported that the library plans to refresh the graphics for marketing and join other libraries in the planned national theme: "Color Our World."

Fuqua thanked Kincaid for stepping in to steer the program, and it was "great to hear the numbers were up." Hamilton noted that his family "really enjoyed the program." The group expressed appreciation toward Kincaid

for the presentation as well as her and staff's strong efforts that contributed to this season's successful Summer of Discovery.

#### **Agenda Item 6: 2025 Budget Preview and Discussion**

- a. Set date for first public hearing – Seter clarified that the draft budget must be submitted to the board by October 15, certified in December, and relayed to the State of Colorado in January. The draft 2025 budget will be finalized and published in the October 15 trustee meeting packet and on the website. After discussion, the board agreed to plan a public hearing for the 2025 library budget for November 19 during the regular board meeting.

Though the board will review the full draft 2025 budget at the October 15 meeting, tonight staff [presented a preview](#). The group discussed various topics including 2025 property tax revenue allocation, deferred maintenance costs, upgrades and improvements, and the upcoming patron feedback surveys.

Expected total tax revenue will total \$21,437,601. Staff presented a chart indicating operating costs at 35% and personnel salary and benefits at 65%. Phares noted that grant monies will be budgeted in a separate grant fund. Restricted reserves total \$2.5 million. Farnan indicated the operating budget comparison which shows the variance between the 2024 adjusted budget and the draft 2025 proposed budget.

Among the deferred maintenance needs to be tackled in 2025, staff noted updates planned for the Main Library's 2<sup>nd</sup> floor, addressing the foundation drainage issues at George Reynolds, and looking into ADA access and concept design work for the Carnegie branch.

Operating costs for the new Gunbarrel branch total 5% of the overall budget; staff aim for a grand opening in June 2025. Farnan will be meeting with JOC Construction this week to discuss a design contract to update the staff work areas and the bathrooms. He expects incurring additional costs to incorporate a temperature-controlled space that will house a portion of the Carnegie archive.

Farnan discussed expansion of the Literacy and Outreach Department. The 2025 department budget increases by 33% from this year; this funding will allow for three new staff (2.5 FTE) and bolster opportunities for the community to engage with [literacy and ESL programming](#). Farnan views this effort as "labor intensive," but also potentially of "very high impact." Literacy & Outreach Manager Department Manager Kate Kelsch, Outreach Manager Susana Perez, and BoulderReads Literacy Manager Juan Jiminez plan to attend the first public hearing on the budget at the November 19 meeting to assist in responding to any comments or questions about the growth of this group.

In response to Duran's inquiry, Farnan explained that the outreach group has engaged the community at manufactured home communities, job fairs, and other non-library environments to engage in support of early literacy skills and to promote related programming offered by the library. This team also tables at city-wide events to represent the library.

Fuqua wondered about tracking how early child literacy is affected by participation in the library programs; he "wants [the library] to be effective as a partner with the primary educator of children," i.e., schools. Farnan noted that the programs target a primary audience of children aged zero to five years old, thus outside the typical school age. Reading Buddies has participants between 6-8 years old; he expects more data might be available from that program.

A portion of the draft budget has been allocated to fund patron's feedback studies for five outlined items: two impact studies for BoulderReads and Programs & Events; a GIS mapping to overlay cardholders, survey respondents, and other demographic data within the District boundaries; a statistically valid survey for patron

use and satisfaction; and a Carnegie Library user survey or focus groups to inform how the archive is being used.

Staff reviewed planned upgrades and improvements, some of which are required from the auditor's review. These include system enhancements (e.g., point of sale system for café and library service points, Canyon and Arapahoe Meeting Room AV equipment, Main Library's 2<sup>nd</sup> floor modifications, and sound system and projector replacement for the Canyon Theater). Administration Services will gain 3 FTE to support HR and accounting activity. Adding a new position of café manager aims provide more consistent coverage and operating hours for the bridge area at Main Library.

Farnan briefly reviewed the recent compensation study and forthcoming compensation philosophy. An increase of 4% is recommended for all standard employees. The results of pay equity analysis are still pending and may increase the total adjustment. With promotions and market adjustments, 61% of staff will earn above the market rate; 39% will be paid at the market rate. Staff clarified that the market rate was calculated by Employer's Council and is geographically aligned with business conducted on the Front Range. Legal Fair Labor Standards Act (FLSA) review will also occur to determine status for mid-pay grade positions.

Fuqua asked Farnan for his perspective on personnel comprising 65% of the overall budget. Farnan noted that many peers in other library systems budget above 70% for personnel funds; he would feel less comfortable with that greater allocation. However, in his view, "the library business has changed," and now favors more labor-intensive programming requiring adequate staffing numbers.

The board wondered about the exact cost for health insurance in 2025. Farnan will relay the figure to the trustees once it is determined, though he estimates an 18-20% increase. If the vendor quotes above this amount, the library will plan to investigate other packages.

Hamilton noted that "this budget puts us at capacity" and fulfills the promises laid out in the library district ballot measure. Without increased revenue, future budgets may mean "trading" items.

#### **Agenda Item 5: Library Policy Review**

- a. Security Camera Policy – Staff welcomed feedback, indicating the tracked change version as well as the clean version in the [packet](#). The group discussed how requests from law enforcement or government agencies are governed by the same statute that provides standards for requests from members of the public. With Seter's suggested language, the board recommended deleting the phrase "from a member of the public" from the sentence beginning "If the District receives a request..." and modifying "a" to "any."

Hamilton made a motion to approve the Security Camera Policy as amended with the discussed changes. O'Brien seconded, and the motion was unanimously approved.

#### **Agenda Item 7: Director's Report**

- a. Gunbarrel Library Update – Farnan expects four weeks to finalize the design work, four months to acquire the appropriate permits, and then two months to complete the actual construction. He predicted the bathroom renovation will require the most involved work.
- b. September 19 Joint Meeting with City Council

As previously mentioned, the café will soon be entering a new phase of operation. Though food vendors were employed in the early part of 2024, the schedule of services was not always predictable. A café manager will be onboarded next week. This position will oversee two baristas, hire a pool of sub café workers, and maintain

a steady, friendly presence on the bridge. While prepackaged foods will be offered, the main operation will consist of serving various beverages. Public Service staff will temporarily support café operations until the new crew gets situated.

In October, the Carnegie Library for Local History will be reopening for walk-ins and expanding appointment hours. Beginning the week of October 14th, Carnegie Library for Local History will be open for public walk-in hours on Thursdays and Saturdays from 12-4 and an additional 10 hours of dedicated appointment availability throughout the week.

**Agenda Item 8: Trustee Matters**

Saylor and Fuqua reported a successful turnout at the opening event for the [Boulder Public Library's Democracy Series](#) held in the Canyon Theater.

Hamilton and Duran attended a meeting with Deputy City Manager Chris Meschuk and Director of Public Works for Utilities Joe Taddeucci earlier in the day. These two city representatives promised to work alongside the library to improve the safety of the Civic Area around Main Library. They will investigate fencing, additional cameras, and other potential remedies for the dangerous and illegal activity which has been occurring in and around the library underbelly. Farnan recently performed a walking survey around the library grounds with representatives of City of Boulder's Planning Department to discuss ideas and possible solutions before the winter season sets in.

**Agenda Item 9: Legal Counsel Updates**

None.

**Agenda Item 11: Adjournment**

There being no further business to come before the Board, the meeting was adjourned at approximately 8:07 p.m.

*Sylvia Wirba*  
Sylvia Wirba (Oct 17, 2024 16:26 MDT)

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Attestation







# 09.17.24 BoT Minutes Regular for signature

Final Audit Report

2024-10-17

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